

John A. Stephen Commissioner

Matthew Ertas Bureau Chief

STATE OF NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES BUREAU OF DEVELOPMENTAL SERVICES

105 PLEASANT STREET, CONCORD, NH 03301 603-271-5034 1-800-852-3345 Ext. 5034 Fax: 603-271-5166 TDD Access: 1-800-735-2964

Medication Administration Curriculum Pursuant to He-M 1201

This curriculum is intended for use as outlined in He-M 1201.05(a).

Questions about the use of this curriculum should be directed to the New Hampshire Bureau of Developmental Services at the address noted above.

This curriculum represents the work of the following people:

Martha Fenn King, RN, CDDN
Davena Szmyt, RN
Jennifer Boisvert, RN
Pam Kenney, RN
Leanne Rodrick, RN
Suzanne Eaton, RN
Wayne King, RN, CDDN
Linda Firth, RN
Deborah Nelson, RN
Gloria Mason, RN, CDDN
Diana Rose, RN
Maureen Jardine, RN
Judith Guertin, RN
Martha Danderson, RN
Geraldine Sawyer, RN

Edited by Lorene Reagan, RN, CDDN (January 2004) Edited by Joyce Butterworth, RN, BS (October 2004) With special thanks for technical and computer support to Debbie Jacobs, Kenneth Lindberg, and Peggy Sue Greenwood, NH Bureau of Developmental Services

Final Revision November 2003, effective date: January 1, 2004

BUREAU OF DEVELOPMENT SERVICES He-M 1201 MEDICATION ADMINISTRATION TRAINING CURRICULUM TABLE OF CONTENTS

Section I

Welcome

Overview of Developmental Services System

History of Medication Administration by Providers in NH

Training & Authorization Requirements

Guardianship

Confidentiality & Privacy

Your Role as a Provider

Your Responsibilities as a Provider

Helping Individuals to Learn & Become Independent with Medications

The Rights of Individuals

Communicating for Health

Effective Health Care Coordination

Section II

Medications

How Do Medications Work?

Medication Effects

Medication Monitoring: Blood Levels & Other Blood Tests

The Medication Cycle

Categories of Medications

Medication Names

Section III

Medication Orders

PRN Medication Orders

The Seven Important Questions

Abbreviations-Translating Medication Orders

Liquid Measurements

Liquid Medication Orders

Translating Medication Orders

Translating Liquid Medication Orders

The Medication Log
Transcribing a Medication Order
Scheduling Times to Give Medications
Controlled Medications
Documentation

Section IV

Medication Administration Principles of Infection Control: Handwashing Six Rights of Medication Administration

Section V

Routes of Medication Administration:

- 1. Oral Medications
- 2. Liquid Medications
- 3. Sublingual
- 4. Eye Medications
- 5. Ear Medications
- 6. Nasal Medications
- 7. Inhalant Medications
- 8. Topical Medications
- 9. Transdermal Medications
- 10.Rectal Medications
- 11. Vaginal Medications

Medication Refusal Mistakes Poisoning & Accidental Overdose

Section VI

Categories of Medications